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## RECORDS MANAGEMENT PROGRAM

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# RECORDS CONTROL SCHEDULE FOR THE

NATIONAL INTELLIGENCE OFFICE



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### RECORDS DISPOSITION AUTHORITY

In accordance with Federal Statutes and Records Disposition Authorizations granted by the U.S. Congress the attached Records Control Schedule No. 03-75 for the National Intelligence Office is approved and implementation of the disposition instructions contained therein is authorized. This is a new schedule for the National Intelligence Office which was newly established 1 October 1973.

Prepared and Reviewed:

X1 [ ] NIO/RMO 20 March 1975

Concurrence:

(Signed schedule sheet)

George A. Carver, Jr. D/DCI/NIO 20 March 1975

X1 [ ]  
Records Administrative Office 20 March 1975

Approved:

[ ] /s/  
CIA Records Management Officer

24 MAR 1975

Date

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OLD SCHEDULE AND ITEM NO(S).	NEW ITEM NO.	FILES IDENTIFICATION	CLASSIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
		c. Development File (Temporary) Consists of extra copies of all material collected during the development of an Estimate as mentioned above. Maintained for reference purposes until official record set is received. Filed numerically by Estimate number. (Current)		4.5	Temporary. Destroy upon receipt of official record set.
	4	CABLE FILE  Extra copies of Agency cables that are maintained as reference copies for the D/NIO and the Staff. Filed by Incoming and Director numbers on the cable. (Current)		.1	Temporary. Destroy when no longer needed for reference purposes.
	5	REFERENCE PUBLICATIONS  Copies of Agency publications, other Government Agencies publications, commercial magazines and catalogues, and newspapers collected and maintained for reference. Included are <del>Agency Regulations and Hand- books</del> , trade journals etc. Filed categorically by source.		21.0	Temporary. Screen periodically. <del>Return controlled copies or sets of copies of Agency Regulations and Handbooks to Regulations Control Staff when no longer needed.</del> Destroy other items that are superseded or no longer needed for reference purposes. (non-record)
	6	LIBRARY MATERIAL  These are bound books, technical manuals, political handbooks on various countries and journals on foreign affairs and other publications used for reference purposes.		20.0	Temporary. Return to CIA Library when no longer needed for reference purposes.

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RECORDS CONTROL SCHEDULE  
CONTINUATION SHEET

OLD SCHEDULE AND ITEM NO(S).	NEW ITEM NO.	FILES IDENTIFICATION	CLASSIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	7	COMMUNICATIONS CONTROL RECORDS	SECRET	100110001-0	
		They reflect the receipt, internal routing and disposition of communications handled by the Office.			
		a. Signed Document Receipts returned by recipients for complete material. (Current)		.1	Temporary. Destroy after 2 years. Cut off at end of each calendar year, hold for 2 years then destroy.
		b. Courier Receipts. Office copy of courier receipts.		.1	Temporary. Destroy after 3 months. (non-record)
		c. Cross Index Abstract File (3x5) of Secret, Top Secret and Codeword material used to record communications received and dispatched as well as to indicate accountability for Top Secret and Codeword documents. File maintained by source and classification control number. These items are not receipts, only an administrative control. (November 1973 to date)		.5	Temporary. Destroy <sup>10</sup> <del>12</del> years after documents have been transferred, destroyed or downgraded. <i>P. 10</i>
		d. NIE, SNIE and NIAM Number Log. This log records the number assigned to an Estimate, the subject title and date of publication. Used to maintain control on NIE numbers. (1950 to date)		.2	Temporary. Retain in current files area indefinitely. Chief, Agency Archives requested these be sent to him for use as a locator aid for logged items held in the Archives.
		e. Top Secret and Codeword Number Log. Maintained to control block of numbers assigned to NIO for each classification category. Used in assigning numbers to documents originating within NIO.		.1	Temporary. Destroy 10 years after documents have been transferred, destroyed or downgraded.

OLD SCHEDULE AND ITEM NO(S).	NEW ITEM NO.	CLASSIFICATION	DISPOSITION INSTRUCTIONS
	8	<p>REGULATORY ISSUANCES</p> <p>a. NIO Issuances - record copy</p> <p>b. NIO Issuances - extra copies</p> <p>c. Agency Issuances</p>	<p>Permanent. Disposal not authorized. Forward record copy to the Agency Archives upon issuance.</p> <p>Temporary. Retain in current files area until no longer needed, then destroy.</p> <p>Temporary. Retain in current files area until superseded, obsolete or no longer needed. Return controlled copies to Regulations Control Staff and destroy other superseded or obsolete copies according to accompanying instructions.</p>

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